

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: SDI Program	REFERENCE NUMBER: 2006-012
DATE ISSUED: 03-23-06	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Labor Relations Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Classification and Compensation Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: www.psb@dpa.ca.gov

Employees in SEIU-represented Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21, who receive SDI benefits, must obtain an approved leave from their appointing power. In requesting a leave, employees have the responsibility to make elections to use leave credits and continue their benefits. Refer to [PML 2005-015](#) and [PML 2005-020](#) for answers on previous SDI questions.

Responsibilities

DPA provides policy interpretation on the negotiated SDI Program, as it relates to unpaid absences, paid absences, and the maintenance of insurance benefits.

SCO provides documentation instructions to place the employee on SDI leave and maintains the employee's employment history.

EDD provides employer notification that an SDI claim has been filed, approves/disapproves SDI claims, and issues SDI payments.

The Appointing Power assists the employee in obtaining an approved leave of absence, informs the employee of his or her rights under FMLA, maintains communication with EDD, and documents the leave to SCO.

Attachments

- Coordination of SDI and Other Leave Programs Administrative Guidelines ([Attachment I](#))
- Chart for the Coordination of State Disability Insurance (SDI) and a Leave of Absence ([Attachment II](#))
- Sample Information Letter to Employee Regarding SDI Benefits ([Attachment III](#))
- Sample Employee's Options Check List ([Attachment IV](#))

Human Resource Staff Contact Information

DPA
Personnel Service Branch
(916) 323-3343 or psb@dpa.ca.gov

EDD SDI Unit; DI for State Employees
(866) 352-7675 or www.edd.ca.gov/direp/diind.htm.

EDD SDI Unit, PFL for State Employees
(877) 238-4374 or www.edd.ca.gov/direp/diind.htm.

SCO
Disability Liaison Unit (916) 322-3619
Personnel Liaison Unit (916) 322-6500
Benefits Liaison Unit (916) 323-4718

/s/Daryll Tsujihara

Daryll Tsujihara, Chief
Classification and Compensation Division

Attachments